 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">07.05.070</div>	PAGE <div style="text-align: center;">1 of 11</div>
		EFFECTIVE DATE <div style="text-align: center;">March 1, 1993</div>	
SUBJECT State Highway System Closure and Chain Reaction Accident Reporting		SUPERSEDES	DATED
TITLE Maintenance and Operations	CHAPTER Highways	APPROVED BY	

PURPOSE AND SCOPE

To establish departmental procedures to assure compliance with the May 22, 1992, revision of Federal Highway Administration (FHWA) Order 5180.1D concerning catastrophes, road closures, and other significant events, and to provide implementation procedures for that policy. The Department shall comply with the revised FHWA Order 5180.1D.

DISTRIBUTION

All holders of the Procedures Manual, all departmental Highway Maintenance Foreman, the Department of Public Safety, and Local Governments having jurisdiction over state highways.

PROCEDURE

A. FHWA Order 5180.1D (December 24, 1990) requires information on certain types of events occurring on the Federal-Aid highway system (as of July 1, 1991, ISTEA defined all public roads in Alaska as Federal-Aid routes) to be reported to FHWA. FHWA, on May 22, 1992, issued a revision to this Order which requires that reports also be provided for any incident in which more than 10 vehicles are involved, regardless of the number of fatalities, injuries, and the length of time the highway is closed. Both FHWA documents are included as an attachment (Attachment B) to this Procedure. The situations addressed in both FHWA documents shall be immediately reported orally to Public Safety (and the appropriate local law enforcement authority), and then to the department contact person as soon as the condition has been assessed. The completed "Alert Bulletin" form may be transmitted by fax machine or, if more practical, immediate notification may be provided by phone contact.

B. Events to be reported include:

1. Any incident that causes a highway closure of more than 24 hours,

except for those construction/maintenance closures where the public has been appropriately notified in advance;

2. Highway accidents involving the deaths of five or more persons;
3. Any incident that causes major damage to highway facilities;
4. All bridge failures or closures;
5. Any incident in which 10 or more vehicles are involved regardless of the number of fatalities, injuries, or the length of time the highway is closed;
6. Any accident involving a school bus which results in fatalities and/or disabling injuries; and
7. Accidents/incidents causing multiple fatalities, numerous injuries or significant property damage resulting from fire, explosion, or the release of hazardous materials which necessitates the evacuation of the immediate area, and the closing of roads, streets, or highways.

C. The designated department contact person is the State Traffic Engineer in Juneau:

Bruce Freitag, State Traffic Engineer
Engineering and Operations Standards Division
Office 465-6963/Home 586-1845 Office Fax: (907) 465-2460
Text Telephone: (907) 465-3652

Alternate:

Loren Rasmussen, Chief, Design and Construction Standards
Engineering and Operations Standards Division
Office 465-2960/Home 789-9724

D. The State Traffic Engineer will provide notification to the Commissioner and the FHWA Emergency Coordinator if the event has occurred on the Federal-Aid system.

E. The FHWA Emergency Coordinator is:

Stephen P. Boch, Alaska Division Structural Engineer
Work 586-7544/Home 790-2297(Juneau)/Fax 586-7420

F. The essential required reporting information consists of:

1. Route name and location of event;
2. Date and time of closure (estimated if exact is unknown);
3. Probable opening time;
4. Pertinent closure details that would be necessary if public announcement is required;

5. Other parties/agencies involved and/or notified;

6. Alternate routes that can be used (if available);

7. Number and type of vehicles damaged by event (the event shall be noted as a "chain reaction incident" if it is a highway accident involving more than 10 vehicles).

G. The next working day following the closure the Regional Maintenance and Operations Director shall transmit a brief written report, using the format shown in Attachment A of this procedure, to the State Traffic Engineer.

H. The State Traffic Engineer shall assure that the Alaska Department of Public Safety, appropriate news media, and other appropriate governmental units have been informed as necessary after notification that the event has occurred.

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Attachment A - Federal Highway Administration Alert Bulletin Form

DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION

ALERT BULLETIN FORM

1. Nature of Occurrence (accident, flood, road closure, etc.)

2. Location of Occurrence City Route/Map

3. Date of Occurrence Time

5. Number of Fatalities

6. Number of Injuries

7. Weather and Road Conditions

8. Brief Description

9. Reported By

Received By

Name: _____

Name: _____

Office: _____

Office: _____

Phone: _____

Phone: _____

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U.S. Department
of Transportation
Federal Highway
Administration

Alaska Division

P.O. Box 21648
Juneau, Alaska 99802-1648

July 25, 1992

HR-AK
370.2

Roger Allington, Chief Engineer/Director
Engineering & Operations Standards
Alaska DOT&PF, Headquarters
Juneau, Alaska

Dear Mr. Allington:

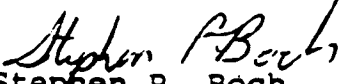
Alert Bulletin Reporting
of
Chain Reaction Accidents

Enclosed is a May 22, 1992 memorandum from Mr. Thomas Willett requesting that chain reaction accidents be added to the list of occurrences to be reported under the FHWA Alert Bulletin Procedure prescribed in FHWA Order 5180.1D dated December 24, 1990. A copy of the order is also enclosed.

Please add chain reactions to the list in Paragraph 4 of the order. If you have any questions, please contact me at 586-7544.

Sincerely yours,

Robert E. Ruby
Division Administrator

By: 
Stephen P. Boch
Division Structural Engineer

Enclosures

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U.S. Department
of Transportation
Federal Highway
Administration

Memorandum


Subject ACTION: Alert Bulletin Reporting of Chain Reaction Accidents Date MAY 22 1992

From Director, Office of Engineering Reply to Attn of HNG-13

To Regional Federal Highway Administrators
Federal Lands Highway Program Administrator

Reporting by field offices of occurrences on highways has been effective since the revised FHWA Order 5180.1D, "FHWA Alert Bulletin Procedure," was issued in December 1990. In recent months, we have noted a number of chain reaction incidents have occurred throughout the country for various reasons. In order to obtain a more comprehensive picture of these incidents, we request that such incidents now be reported in accordance with the FHWA alert procedures even though our 1990 procedures do not require such reports.

Accordingly, please request reporting offices to also provide reports on chain reaction accidents that occur. Reports should be provided for any incident in which more than 10 vehicles are involved regardless of the number of fatalities, injuries, and the length of time the highway is closed.


Thomas O. Willett

Attachment

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ALASKAN DIVISION		Order	
<input checked="" type="checkbox"/>	DA	Subject	FHWA ALERT BULLETIN PROCEDURE
<input checked="" type="checkbox"/>	DA Gen.		
<input checked="" type="checkbox"/>	EC		
<input type="checkbox"/>	FAPA		
<input type="checkbox"/>	Grp		
<input type="checkbox"/>	ILW		
<input type="checkbox"/>	IR		
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	IR Gen.	Classification Code	Date
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	IR Gen.	180.1D	December 24, 1990
<input type="checkbox"/>	IR Gen.		
<input type="checkbox"/>	STATE		

- Par. 1. Purpose
2. Cancellation
3. Authority
4. Events to be Reported
5. Procedures for Reporting
6. Followup Inquiries
7. Liaison with Other Organizations
1. PURPOSE. To establish a Federal Highway Administration (FHWA) Alert Bulletin procedure to rapidly advise the Federal Highway Administrator, Secretary of Transportation, and Deputy Secretary of important matters, major occurrences, and catastrophes of local, regional, or national significance to FHWA programs and to provide for followup reports as appropriate.
2. CANCELLATION. FHWA Order 5180.1C, FHWA Alert Bulletin Procedure dated June 5, 1986, is canceled.
3. AUTHORITY.
- a. Chapter IV, Department of Transportation (DOT) Order 1325.2B, DOT Correspondence Manual, dated May 1, 1980.
- b. An agreement between the Department of Transportation and the National Transportation Safety Board dated May 15, 1975. The agreement governs the relationships between the two agencies with respect to accident notification, coordination, reporting and investigation, and other areas of common interest.
4. EVENTS TO BE REPORTED. Information on the following types of events shall be reported immediately to the Washington Headquarters. Accidents/incidents described in paragraph 4a shall be reported to Federal Programs Division (HFO-10), and accidents/incidents described in paragraphs 4b through 4f to the Interstate and Program Support Branch (HNG-13).

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- a. accidents/incidents causing multiple ~~fatalities~~, numerous injuries or significant ~~property damage~~ resulting from fire, explosion or ~~the release of~~ hazardous materials which necessitates the evacuation of the immediate area, and the closing of ~~roads~~, streets or highways,
- b. highway accidents involving the ~~death of five or more~~ persons,
- c. any accident involving a school bus which results in fatalities and/or disabling injuries,
- d. any incident that causes a major highway to be closed for more than 24 hours, except for closures (maintenance, construction, etc.) where the public has been notified in advance via newspaper, radio or television announcements,
- e. any incident that causes major damage to highway facilities, or
- f. all bridge failures or closures. (Please advise if the closure resulted from bridge inspections.)

5. PROCEDURES FOR REPORTING (RCS HNG-10-18)

- a. General. The procedures in paragraph 5b permit direct reporting to the Washington Headquarters by field officials other than the Regional Administrators. This arrangement is authorized in view of the urgency of getting information about a major or catastrophic event to Washington Headquarters immediately. The Regional Administrator and other appropriate regional officials (i.e., Regional Directors, Office of Motor Carriers, and the Regional Emergency Preparedness Officer) shall be informed of all such occurrences immediately after Washington Headquarters has been notified or concurrently when possible. The Division Administrator shall establish and maintain a notification system with the respective State Highway Agency and/or State Police to ensure he/she or his/her representative will be informed of reportable incidents at the earliest possible opportunity.
- b. Field Responsibilities. The FHWA field official (including the Motor Carriers official) who first becomes aware of an occurrence listed under paragraph 4 shall report it immediately. The occurrence should be

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reported to personnel assigned to HNG-13. The field Motor Carriers report of occurrence should be provided by telephone to the Regional Directors, Office Motor Carriers or his/her designated representative, who will immediately relay the information to HFO-10. The specific staff persons to be contacted after normal FHWA office hours are listed in Attachment 3.

c. Washington Headquarters Responsibilities.

- (1) The Washington Headquarters official who first becomes aware of a major event shall immediately notify HNG-13 so that an "Alert Bulletin" may be prepared in accordance with the instructions set forth in this Order.
- (2) The HFO-10 office, upon receipt of the information of a major accident/incident, shall immediately notify HNG-13 by telephone.
- (3) Following the receipt of the information by telephone, from the Washington Headquarters or from a FHWA field office, the Interstate and Program Support Branch shall immediately prepare an "Alert Bulletin" in accordance with Attachments 1 and 2.
- (4) Notification of Higher Authority During Duty Hours.
 - (a) Alert Bulletins are to be hand-carried to the Associate Administrator for Program Development and/or the Director, Office of Engineering and if so determined to the Federal Highway Administrator. Copies will be provided to the Deputy Administrator, Executive Director, Associate Administrators for Program Development, Safety and System Applications, Motor Carriers, and the Directors of the Offices of Engineering, and Highway Safety, and other FHWA elements as appropriate.
 - (b) These procedures shall not preclude either the Director, Office of Motor Carrier Field Operations, or the Chief, Interstate and Program Support Branch, from advising the Office of the Administrator and/or the Office of the Secretary by telephone prior

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to preparation of the "Alert Bulletin" when the occurrence, in the judgment of either of these officials, warrants such action.

- (5) Notification of Higher Authority During Off-Duty Hours.
 - (a) When in the judgment of the Washington Headquarters individual receiving the information, the occurrence warrants the immediate attention of the Federal Highway Administrator, the individual shall telephone the Administrator at his/her residence.
 - (b) Telephone notification to the Secretary after working hours shall be made through the United States Coast Guard, (202)426-1830 or Federal Aviation Administration Duty Officer, (202)-426-3333. Such notification shall be at the discretion of the Federal Highway Administrator, Deputy Administrator, or Executive Director.
 - (c) Telephone notification to the Federal Highway Administrator and/or Secretary shall not preclude the need to prepare an "Alert Bulletin" for record and confirmation purposes the following work day.
6. FOLLOWUP INQUIRIES. Followup reports will not routinely be required. Occasionally, a Washington Headquarters office may need more detailed information concerning an incident. In such instances, the office which initially reported the incident will be contacted and requested to provide the specific information needed. All requests for additional information shall be channeled through HNG-13.
7. LIAISON WITH OTHER ORGANIZATIONS. The Office of Motor Carrier Field Operations receives written and telephonic communications from the United States Coast Guard's National Response Center (NRC) concerning hazardous materials incidents and railroad accidents involving commercial motor vehicles.


T. D. Larson

Federal Highway Administrator

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ATTACHMENT 1

FEDERAL HIGHWAY ADMINISTRATION ALERT BULLETIN FORMAT

"Alert Bulletins" should be terse, distinctively marked, single item reports prepared as specified below. (Attachment 2 shows a sample "Alert Bulletin").

- a. The reporting offices should provide sufficient information to allow Washington Headquarters to accurately complete the form.
- b. The Interstate and Program Support Branch (HNG-13) will use the attached form for the original and will prepare copies to be forwarded to the following:

Federal Highway Administrator; Deputy Federal Highway Administrator; Executive Director; Associate Administrator for Program Development; Associate Administrator for Safety and System Applications; Associate Administrator for Motor Carriers; Director, Office of Highway Safety; Director, Office of Engineering and Chief, Federal-Aid and Design Division.

1. Line 1 should indicate which of the events outlined in paragraph 4 of the FHWA Order has occurred by key words such as: Hazardous Material Spill, Multiple Fatality Accidents, Chain Reaction Accident, School Bus Fatality, etc.
 2. Line 8 should briefly describe the event.
 3. Line 9 should show the name, office and telephone number of the person in the field that reports the event. Also indicate the name of the person who receives the information and prepares the report and the date and time the information is received.
- c. The Federal Programs Division (HFO-10) will use form MCS-100, "INITIAL NOTIFICATION OF MOTOR CARRIER ACCIDENTS AND HAZARDOUS MATERIALS INCIDENTS" to record the events outlined in paragraph 4a of the FHWA Order.